

r.rise technical assistance services - Gender-balanced hiring

This technical assistance area aims at supporting organizations seeking more gender-balanced hiring, to ensure equal representation and inclusion of all genders across their workforce at all roles and levels. This involves addressing imbalances in stereotyped positions (e.g., women in administration, men in IT) and promoting fair representation in leadership. The goal is to move beyond a simple 50-50 split, fostering diversity across both seniority levels and functional divisions

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the organization's hiring processes and policies in terms of: • Diverse sourcing: Evaluation of recruitment channels to ensure outreach to diverse talent pools and reaching underrepresented genders • Gender-smart job descriptions: Review of language, images, benefits, required qualifications, and commitment to inclusivity • Anonymized CVs: Removal of all personal and gender information during initial screening to reduce bias • Gender-sensitive and balanced recruitment team: Evaluation of diversity among recruitment team, and level of awareness about gender bias among said team • Structured interview process: Review of use of standardized questions and criteria to ensure fair assessments across all candidates	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Workshop	Provision of gender sensitization workshop for the recruitment team and leadership, with a focus on inclusive hiring practices. This includes reviewing the diagnostic, identifying key issues, and developing solutions to address hiring biases	Full participation to training by relevant staff and leadership	Workshop material (slides, etc.)	1 day	Month 2
Policies and processes	Development of detailed gender-inclusive guidelines, describing structured policies and processes covering the five key areas above. These guidelines entail: • Existing and new sourcing channels • Blueprint of a gender-smart job description • Guide for CV screening and selection • Recommendations for a gender-sensitive recruitment team, with ideal composition, bias mitigation checklist, and ongoing gender bias training • Standardized questions & evaluation criteria for candidates' review	Co-construction of new and/or improved policies and processes	Detailed and client-approved guidelines on the topics listed here	1 day	Month 3
Socialization	Provision of an interactive workshop to present the above guidelines to all members of the organization, ensuring broad awareness and alignment. The session should promote engagement, foster understanding, and encourage the practical application of gender-inclusive practices described in the guidelines	Full participation of the leadership and team	N/A	0.5 day	Month 4
Reporting	Delivery of 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information and timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing

r.rise technical assistance services - Gender-balanced promotion and retention

This technical assistance area aims at supporting organizations aiming for more gender-balanced promotion and retention, to ensure equal advancement opportunities and long-term inclusion of all genders across their workforce at all levels and departments. This involves identifying and addressing gender imbalances in leadership roles and ensuring promotion processes are transparent, merit-based, and free from bias. The goal is to create a fair and open environment where all employees, regardless of gender, have equal chances to grow, advance, and contribute to the organization's success.

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the organization's promotion and retention processes and policies in terms of: • Evaluation processes: Review of transparency, objectivity, and the extent to which managers are trained to apply gender-sensitive evaluations • Promotion processes: Review of transparency, involvement of diverse perspectives, and identification of potential criteria that could unintentionally exclude certain genders • Salary grids: Assessment of consistency and transparency in salary structures to avoid gender pay gaps • Mentoring and sponsorship: Assessment of access to mentors, sponsors, and other resources where underrepresented talent can discuss career development and challenges • Flexible work arrangements: Evaluation of flexible work policies to support working parents and caregivers while struggling with domestic vs. professional priorities.	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Workshop	Provision of gender sensitization workshop for staff and leadership, with a focus on inclusive promotion and retention practices. This includes reviewing the diagnostic, identifying key issues, and developing solutions to address biases in career advancement and employee retention.	Full participation to training by relevant staff and leadership	Workshop material (slides, etc.)	1 day	Month 2
Policies and processes	Development of gender-inclusive guidelines describing structured policies and processes covering the five key areas above. These guidelines entail: • Clear criteria for gender-sensitive evaluations, which would limit unconscious bias among supervisors • Explicit promotion process and criteria, which would limit unintended bias in promotion practices • 'Must-have', institutionalized gender bias training content for supervisors (e.g. by making them aware that men seek promotion more than women, or that promotion questions are more asked to men) • Consistent, transparent pay structures • Structured support programs to boost career advancement across genders • Policies to support work-life balance	Co-construction of new and/or improved policies and processes	Detailed and client-approved guidelines on the topics listed here	1 day	Month 3
Socialization	Provision of an interactive workshop to present the above guidelines to all members of the organization, ensuring broad awareness and alignment. The session should promote engagement, foster understanding, and encourage the practical application of gender-inclusive practices described in the guidelines.	Full participation of the leadership and team	N/A	0.5 day	Month 4
Reporting	Delivery of 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information Timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing

r.rise technical assistance services – Gender-sensitive HR policies and practices

This technical assistance area aims at supporting organizations seeking to develop and implement gender-sensitive HR policies and practices, to ensure that individuals of all genders experience equal treatment, access to opportunities, and appropriate support throughout their employment. This includes reviewing policies around compensation, benefits, leave, flexible work arrangements, and workplace culture to make sure they foster inclusivity and fairness. The goal is to create a supportive and equitable workplace that takes into account the diverse personal, family, and professional realities of all employees.

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the gaps in the organization's HR policies and practices in terms of: • Equal pay practices: Review of salary structures and promotion criteria/ process to identify gender pay gaps • Benefits: Assessment of monetary and non-monetary benefits to ensure fairness and inclusivity • Leave policies: Review of parental, caregiving, and sick leave to ensure flexibility and equitable support for all employees • Flexible work arrangements: Evaluation of remote work and flexible hours policies to ensure they support employees with caregiving duties • Occupational safety: Assessment of safety policies to ensure gender-specific risks and needs are addressed • Workplace culture: Audit of company culture, including anti-harassment measures and employee feedback, to ensure respect and inclusion for all genders. Anti-harassment, if deemed a priority, should be considered an area of support of its own.	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Staff consultation	Facilitation of a collaborative process to review and explore the identified gaps in HR policies and practices, ensuring they are tailored to fit the organization's specific team structure, composition, work arrangements, and core values, rather than applying generic solutions. This process can be conducted through group sessions, surveys, focus groups, personal consultations, or open discussions. Taking stock of needs and preferences currently not addressed or formalized in policies and processes; and consensus building on proposed changes and solutions.	Full participation to the consultation sessions by relevant staff and leadership	Revised diagnostic summary	1 day	Month 2
Formal policy/ process development	Development, formalization, and/or revision of gender-sensitive policies — either creating new ones or strengthening existing ones, ensuring these documents clearly define objectives and processes, and fully embedded into staff onboarding and internal processes	Co-construction of new and/or improved policies	Detailed and client-approved policies	1 day	Month 3
Process implementation	Establishment of clear processes and assigned responsibilities to ensure effective implementation and enforcement of all gender-sensitive policies, alongside a simple internal monitoring system to track impact, gather feedback, and support continuous improvement	Full participation of the leadership and team to the debriefing session	Detailed description of implementation process	0.5 day	Month 4
Reporting	Delivery of 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information Timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing

r.rise technical assistance services - Policy against sexual harassment in the workplace

This technical assistance is designed to help organizations establish and strengthen a comprehensive policy against sexual harassment in the workplace, ensuring a safe, respectful, and inclusive work environment for all employees. It involves clearly defining unacceptable behaviors, from inappropriate remarks to severe forms of harassment, and implementing strong prevention measures, awareness campaigns, confidential reporting channels, as well as clear consequences/ remediation measures. Beyond simply outlining good practices, the goal is to develop a formal, transparent, and trusted process that ensures all cases are reported and handled fairly and effectively, while fostering a workplace culture where everyone feels protected, valued, and respected at all levels.

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the organization's approach to gender/sexual harassment prevention - including with regards to situations in external contexts (e.g. with clients, suppliers, or even on the way to/from work - in terms of: • Zero-tolerance culture: Assessment of whether and how harassment is identified, addressed, and publicly condemned, with clear accountability at all levels • Point of contact: Evaluation of whether a trusted and properly trained person exists and is designated to confidentially receive and address complaints • Policy document: Review of the clarity, scope, and enforcement of (any existing) policies • Communication: Assessment of the methods used to share, acknowledge, and reinforce the policy over time • Training: Review of the frequency, content, and audience of harassment prevention training)	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Team training	Provision of (improved) interactive training for all staff on recognizing and preventing gender-related/ sexual harassment, focusing on causes, consequences, and real-life examples. This includes establishing a zero-tolerance culture, with leadership reinforcing accountability and ensuring all staff feel empowered to report incidents safely	Full participation to training by relevant staff and leadership	Workshop material (slides, etc.)	1 day	Month 2
Policies and processes	Development/ improvement of clear policies and processes to prevent and address gender-related/ sexual harassment, covering: • Comprehensive policy document outlining unacceptable behaviors, reporting/ response procedures, roles and responsibilities, and sanctions • Identification and/or designation of a trained point of contact • Recommendations for inclusion in onboarding processes and regular internal trainings and communications	Co-construction of new and/or improved policies and processes	Detailed and client-approved guidelines on the topics listed here	1 day	Month 3
Handover	Briefing on team on policies and processes developed above, to ensure that all staff is aware and briefed, and that said policies and processes remain active and effective over time.	Full participation of the leadership in the briefing session	Briefing material (slides, etc.)	0.5 day	Month 4
Reporting	Delivering 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information and timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing

r.rise technical assistance services - Board of Directors' diversity

This technical assistance supports organizations in strengthening diversity within their Board of Directors, ensuring balanced representation of all genders and fostering diverse perspectives that enrich and solidify governance processes and strategic decision-making. It encourages organizations to go beyond gender-specific numerical targets, focusing instead on building a board that brings together individuals with varied backgrounds, skills, experiences, and viewpoints. The aim is to create a more inclusive, innovative, and effective leadership body, capable of driving better business outcomes and shaping a corporate culture that reflects openness, equity, and broader social responsibility.

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the organization's Board of Directors in terms of: - Board composition: Review of gender, demographics, skills, and backgrounds to identify diversity gaps - Governance structure: Assessment of board size, roles, and processes - Selection and planning processes: Evaluation of the process for identifying and appointing new board members; Assessment of the organization's vision and plan for building a more balanced board over time - Board culture: Evaluation of board culture regarding discussions and decision-making processes	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Gap-based Board recruitment guidelines	Development/ improvement of clear guidelines/ action plan to build a diverse, inclusive board, with measurable targets and transparent processes for recruitment, onboarding, and evaluation	Full participation to the briefing session by board members and leadership	Detailed guidelines	1 day	Month 2
Board meeting observation	Provision of structured observation and feedback during a live board meeting, assessing interaction dynamics, inclusivity, and gender balance. Following the session, a concise set of recommendations will be provided to enhance meeting processes and foster more balanced participation and decision-making.	Organization of board meeting with full participation of all board members	Detailed recommendations	1 day	Month 4
Reporting	Delivering 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information and timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing

r.rise technical assistance services - Gender-sensitive product design and market research

This technical assistance area aims at supporting organizations in integrating gender-sensitive approaches into product design and market research, ensuring that products and services are accessible, relevant, and beneficial to individuals of all genders. It encourages organizations to go beyond generic user profiling, by actively considering how gender influences needs, preferences, access/ usage barriers, and experiences. The aim is to create inclusive solutions that enhance user satisfaction, drive broader market reach, and contribute to equitable access and impact across all segments of the population.

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the organization's product design and market research approach/ processes in terms of: • Inclusive research: Review of research practices and data collection • Gender-sensitive research tools: Review of survey and interview tools • Diverse prototyping: Evaluation of product prototypes testing practices • User feedback processes: Review of early feedback processes and its implications for design decision making • Inclusive design integration: Assessment of the measures taken to ensure inclusion of gender-specific needs and access/usage barriers throughout the design and development process	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Detailed guidelines and processes	Development/ improvement of a clear framework, structured process and guidelines on • Market research: to ensure that market research activities specifically include diverse focus groups across gender, age, ability, and background, with clear steps to collect and analyze gender-disaggregated data and incorporate insights into product and service design considerations • Product design: to integrate diverse gender perspectives into product design, pricing strategies, and go-to-market approaches, ensuring offerings are accessible, relevant, and attractive to all genders • User feedback and monitoring: a) to gather feedback from diverse early/ pilot user/ adopter groups, ensuring that early users reflect a range of demographics, including underrepresented genders; b) to track gender disparities in terms of adoption, purchasing, usage and engagement during product launch; c) to ensure that feedback is integrated then, and over time, into decision making to improve/ renew product/ service, with actionable steps to refine features and strategies based on insights from underrepresented groups	Co-construction of new and/or improved policies and processes	Detailed and client-approved guidelines on the topics listed here	2.5 days	Month 2 to Month 4
Reporting	Delivery of 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information and timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing

r.rise technical assistance services - Gender-inclusive marketing and communication

This technical assistance area aims at supporting organizations in adopting gender-inclusive marketing and communication practices, ensuring that all their messages, channels, and outreach efforts effectively engage and resonate with audiences of all genders. It helps organizations to actively challenge stereotypes, use inclusive language and imagery, and develop strategies that authentically reflect the diversity of their customer base. The goal is to foster stronger connections with diverse audiences, enhance brand relevance, and contribute to a more inclusive market presence that reflects the organization's values and social responsibility, ultimately driving sales and adoption.

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the organization's marketing and communication practices in terms of: • Diverse outreach channels: Review of marketing channels and their ability to reach diverse audiences, including underrepresented genders • Gender-smart content: Assessment of promotional materials for gender bias, ensuring inclusive language, visuals, and messaging • Campaign testing: Evaluation of campaigns testing with diverse focus groups • Gender-balanced marketing team: Assessment of marketing team diversity and training on bias-free and inclusive communication • Data tracking and feedback: Review of marketing data and monitoring of reach, engagement, and audience response, to ensure gender-disaggregated insights for decision making.	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Policies and processes	Development of detailed gender-inclusive guidelines, describing structured policies and processes including: • Blueprint for optimizing marketing and communication channels to ensure inclusive outreach • Guide for gender-sensitive marketing materials • Process for marketing campaign launch, testing and improvement • Systematic process to collect and analyze gender-disaggregated data	Co-construction of new and/or improved policies and processes	Detailed and client-approved guidelines on the topics listed here	1.5 days	Month 2
Workshop	Provision of practical training for the marketing and communication team on applying gender-inclusive practices, ensuring all team members understand and consistently apply the agreed processes and guidelines across campaigns and outreach efforts	Full participation to training by relevant staff and leadership	Workshop material (slides, etc.)	0.5 day	Month 3
Reporting	Delivery of 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information and timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing

r.rise technical assistance services - Gender-sensitive customer service

This technical assistance area aims at supporting organizations in developing gender-sensitive customer service, ensuring all customers receive fair, respectful, and inclusive treatment regardless of gender. This involves identifying and addressing gender-related patterns in customer experiences, feedback/complaints, as well as complaint handling to eliminate biases and improve satisfaction. The goal is to move beyond standardized service approaches, and foster inclusive customer servicing guidelines that adapt to diverse customer profiles and needs, and that ensure a high-quality experience for all.

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the organization's customer service practices in terms of: - Customer touchpoints: Assessment of service quality across all stages of the customer journey - Diverse and balanced team: Evaluation of diversity among customer service team - Standardized service protocols: Review of service guidelines, scripts, and employee interaction protocols to ensure consistency in customer treatment - Inclusive feedback: Evaluation of feedback mechanisms to ensure customers from all backgrounds can voice their experiences - Complaint handling: Assessment of complaint handling in a gender-disaggregated fashion to ensure that there is no bias or inequalities in treatment	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Policies and processes	Development of detailed gender-sensitive customer service guidelines, describing improvements and processes required with regards to the five key areas listed above. The guidelines should notably entail: - Guide for conducting comprehensive audits across customer servicing lifecycle - Recommendations for a gender-balanced and/or gender-focused customer service team, with ideal composition, bias mitigation checklist, and ongoing gender bias training - Standardized scripts and guidelines for employee-customer interactions - Feedback mechanisms for employees and customers, with structured processes to track resolution in a gender-disaggregated way and reflect/ act upon the insights gained	Co-construction of new and/or improved policies and processes	Detailed and client-approved guidelines on the topics listed here	1 day	Months 2-3
Socialization	Provision of an interactive workshop to present the above guidelines to all members of the customer service team and management, ensuring broad awareness and alignment. The session should promote engagement, foster understanding, and encourage the practical application of gender-inclusive practices described in the guidelines	Full participation of the leadership and customer service team	Workshop material (slides, etc.)	1 day	Month 4
Reporting	Delivery of 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information and timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing

r.rise technical assistance services - Diversity in distribution and sales team

This technical assistance area aims at supporting organizations seeking more diversity in their distribution and sales teams, across roles, levels and target market segments. This involves addressing imbalances in team composition and ensuring diverse perspectives and best practices get shared in terms of customer engagement and market outreach strategies. The goal is to move beyond superficial gender parity, and foster more creativity, adaptability and diversity in distribution and sales teams, as well as customer acquisition and retention practices.

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the organization's distribution and sales team diversity in terms of: - Gender-smart sales/distribution jobs descriptions: Review of language, images, benefits, qualifications - Inclusive recruitment channels: Evaluation of outreach channels for recruitment, to understand if these are appropriate to attract diverse talent pools/ underrepresented genders - Team organization (including target zone/segment allocation and team management/oversight) and flexible work arrangements: Assessment of team organization and workplace policies, notably related to remote work and travel expectations, to ensure they accommodate employees with caregiving duties - Performance tracking: Review if key performance metrics, such as sales conversion ratio or sales quota attainment, are tracked in a gender-disaggregated fashion to better understand gender-specific obstacles or opportunities in sales approaches and achievements - Mentoring and sponsorship: Evaluation of mentorship and peer learning opportunities and whether they are tailored to the specific needs of salesmen respectively saleswomen - Evaluation and promotion processes: Review of promotion and career development-related policies and whether they ensure a structured and unbiased approach to advancement - Analysis of distinctive sales strategies adopted by salespeople of different genders (best practices, gaps)	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary and key recommendations (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Sales strategies adaptation	Development of recommendations to make sales strategies more gender inclusive and effective towards customers of all genders (in terms of customer segmentation, pitch adaptation, and best practice adoption)	Co-construction of new and/or improved strategies	Detailed and client-approved recommendations	1 day	Month 2
Team organization	Development of gender-sensitive team organization/management guidelines, notably related to remote work and travel, to ensure they accommodate employees with caregiving duties or security concerns	Co-construction of new and/or improved guidelines	Detailed and client-approved guidelines	1 day	Month 3
Sales performance tracking	Development of a gender-disaggregated sales performance framework, including structured tracking, analysis of success factors, target setting, and remuneration strategies to ensure fair compensation and growth opportunities for all genders	Co-construction of a new and/or improved framework	Detailed and client-approved framework	0.5 day	Month 4
Reporting	Delivery of 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information and timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing

r.rise technical assistance services - Gender-inclusive selection of strategic suppliers

This technical assistance area aims at supporting organizations in adopting gender-inclusive strategic supplier selection practices, ensuring diversity and equity across their supply chain. This involves mitigating biases in procurement processes, actively seeking diverse suppliers, and creating opportunities for underrepresented supplier groups. The goal is to move beyond basic compliance, fostering inclusion throughout all stages of the supply chain and strengthening social and economic progress of individuals or organizations involved in the supply chain. Of note, this area is mostly relevant for organizations where supply chain management is a core business area (e.g. organizations involved in sourcing of agricultural products, in manufacturing, or trading).

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the organization's supplier selection in terms of: - Supply chain diversity: Evaluation of the supplier base to identify underrepresentation of women- or men-owned businesses (or individuals) and assess procurement decision patterns - Supply chain gender dynamics: Assessment of financial agency, (productive) asset ownership rights, and contract-signing authority among suppliers, to understand whether sourcing processes can/ should be adjusted to bring more social and economic empowerment to under-represented groups in the supply chain - Gender-inclusive procurement policies: Review of sourcing processes (in terms of scouting of suppliers directly or via partners, selection of suppliers, contract design, onboarding of suppliers and payments/ incentives to suppliers) to ensure there is no biased-induced discrimination happening	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Policies and processes	Development of detailed gender-inclusive guidelines, describing structured policies and processes covering all the key areas listed above. These guidelines entail: - Supplier profile and diversity targets - Recommendations to mitigate gender imbalances in financial agency, (productive) assets ownership rights, and contract-signing authority, among supplier groups - Recommendations for gender-sensitive sourcing processes (as described above) - Structured monitoring and feedback framework and processes, to track/ achieve supply chain gender diversity targets	Co-construction of new and/or improved policies and processes	Detailed and client-approved guidelines on the topics listed here	1 day	Month 2
Workshop	Provision of a gender sensitization workshop to familiarize the procurement team and leadership with the recommended policies and processes, and more generally with inclusive supplier selection practices, ensuring all team members understand the value of a diverse, gender-sensitive supply chain and consistently apply bias-mitigation strategies throughout sourcing and procurement processes	Full participation to training by procurement team and leadership	Workshop material (slides, etc.)	1 day	Month 3
Reporting	Delivery of 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information and timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing

r.rise technical assistance services - Gender-sensitive training of strategic suppliers

This technical assistance area aims at supporting organizations in making their existing strategic suppliers more gender inclusive, notably by providing them gender-sensitive training. This involves equipping suppliers with the knowledge and tools to embed gender-inclusive practices in their teams and operations, ensuring alignment with the sourcing organization's values on diversity and equity. The goal is to move beyond more gender-balanced supplier selection, fostering long-term partnerships that enhance gender diversity and inclusion across all tiers of the supply chain.

Step	Activities and content by the consultant	Activities by the venture	Deliverable from consultant	Consultant work days	Overall timeline
Assessment	Diagnostic of the organization's supplier training efforts (or aspirations/ requirements in case it is not existing yet) in terms of: • Training needs: Evaluation of training needs, content and alignment with gender inclusion goals (notably with regards to workplace inclusion, financial agency, technical skills, and leadership development) • Training delivery: Examination of training accessibility and absorption capacity for suppliers of different genders; and key levers to ensure training effectiveness • Training resources and support: Evaluation of the gender diversity (and gender sensitiveness) of trainers, as well as availability and suitability of training materials for suppliers of different genders • Charter for suppliers: Review of gender inclusion objectives set for suppliers and accountability mechanisms	Sharing of information, data and documents Required meetings with consultant	Diagnostic summary (1-2 pages describing current practices across topics listed here)	1 day	Month 1
Training material and guidelines	Revision or development of gender-appropriate training materials for suppliers. This includes improving/ creating selected content material; developing (improved) guidelines for training delivery (including trainers, training resources); improving/creating a charter for suppliers	Co-construction of new and/or improved workshop material	Training material and guidelines (slides, etc.)	1.5 days	Month 2
Socialization	Provision of an interactive workshop to present the above training material and guidelines to relevant staff and leadership ensuring broad awareness and alignment. The session should promote engagement, foster understanding, and encourage the application of recommended guidelines	Full participation to training by relevant staff and leadership	Workshop material (slides, etc.)	0.5 day	Month 3
Reporting	Delivery of 3 quarterly reports to venture's management and LeFil on progress of venture, using the MoU template, which includes update on qualitative and quantitative data on activities, timeline and metrics	Provision of necessary information and timely attendance to update calls	Reporting template (using MoU)	0.5 day	Ongoing